



# Caston Parish Council

CHAIRMAN:- Mr. David Blincow      VICE CHAIRMAN:- Mrs. Kay Farmbrough

MINUTES OF  
THE MEETING OF CASTON PARISH COUNCIL  
**WEDNESDAY 18<sup>TH</sup> MAY 2016**  
CASTON VILLAGE HALL at 8.10 pm

Councillor's present:- David Blincow, Kay Farmbrough, Brian Brooker, Frank Brown, Rob Lond-Caulk, Peter Chapman, Jaki Porter

Also present:- Members of the Public, Colin Bearne (Home Watch & Speed Watch)

1. Apologies for absence:-  
None

2. It was **RESOLVED** the Minutes of the meeting held on 4 April 2016 could be signed, by the Chairman, as a true and correct record. Proposed and seconded by Cllr Frank Brown and Cllr Peter Chapman.

**The Chairman closed the Council Meeting to permit public discussion.**

3. Participation and questions from the public, session 1:-  
None.

4. N/A

5. N/A

6. Caston Speed Watch Co-ordinator Colin Bearne – Contact 01953 483961  
In the period concerned there have been 5 meetings of the Speedwatch Team. 620 vehicles were observed of which 20 were speeding. The top speed recorded was 49mph. Two new members have been recruited in the past week. Nevertheless, we are keen to have even more support. Please join us if you are concerned about speeding in the village. It takes only 1-2 hours of your time every alternate week.

7. Caston Home Watch Co-ordinator Colin Bearne – Contact 01953 483961  
Earlier this week there were reports of a single man cold-calling for casual work. Please be on your guard. As usual take adequate precautions with all your possessions, both indoor and outdoor.

8. **The PC Chairman re-opened the Council meeting at 8.30 pm**

**Declarations of Interest:-** Cllr Rob Lond-Caulk item 9E.

**Dispensations** from Council Members: - None

9. Planning Applications:-

- A. **3/PL/3PL/2016/0268** – Caston Hall. Replacement sun lounge. Permission granted on 05.04.2016 by Breckland Council.
- B. **3NM/2016/0018NMA** – The White House, The Street. Amendments to the design of some parts of the properties, e.g. fittings and roof tiles. Permission granted on 11.04.16 by Breckland Council.
- C. **3/PL/2016/0532/HOU** – Fox Hall Farmhouse, Northacre. Erection of double garage to rear of the property and alterations and extensions. Un-allocated so undecided by Breckland Council.
- D. **3PL/2016/0519/VAR – 3PL/2014/1002/F** – The White House, The Street. Revised scheme. Un-allocated so undecided by Breckland Council.

- E. **3/PL/2015/0613/F** – Old Coach Depot, Dukes Lane. Residential development of 3 new dwellings (including the removal of a temporary structure used as a site office and store). Undecided by Breckland Council.
- F. Update on Appeal on planning application for 180 houses in Watton – this has been granted Outline planning permission by the Planning Inspectorate.
- G. **3PL/2016/0586/HOU** – Touchstone Cottage, The Street. Extension to rear of property. This application having only just been received by the PC is currently under consideration.

10. To discuss propose and vote on the following subjects:-

- A. Parish Council Standing Orders: The proposed new Parish Council Standing Orders, having previously been circulated to and considered by Councillors **IT WAS RESOLVED** to receive and adopt the new proposed Parish Council Standing Orders with immediate effect. The Clerk to attach a copy thereof to the Minutes of the Meeting marked Exhibit A.
- B. Appointment of a new Parish Clerk: The Job Description and outline Terms and Conditions of Employment for the new Clerk succeeding the retiring Clerk, Ms Alison Skipper, having previously been circulated to and considered by Councillors **IT WAS RESOLVED** to approve the Job Description and outline Terms and Conditions of Employment for the new Parish Clerk and **FURTHER** to approve and ratify the appointment of Mrs Joanne Blackman on such detailed written Terms and Conditions of Employment as are determined by the interviewing panel of Cllrs Blincow, Farmbrough and Brooker. The final executed Contract of Employment to be completed by the end of the month and circulated to Councillors before the next Council Meeting.
- C. Balance Sheets of the Parish Council and Allotment to Former Highway Surveyors Registered Charity: Balance Sheets and Bank Reconciliations of the Parish Council and Allotment to Former Highway Surveyors Registered Charity as at 31 March 2016, having previously been circulated and considered by Councillors **IT WAS RESOLVED** to receive and adopt the Balance Sheets and Bank Reconciliations and to authorise the Chairman and the Clerk to sign these, on behalf of the Council, and to publish same on the Parish Council website.
- D. Annual Return 2016: Following completion and Internal Audit sign-off of the Annual Return and after due consideration, the Council being agreed **RESOLVED** to approve the execution and delivery by the Chairman and Clerk of the Annual Return which incorporates the 2016 Annual Governance Statement together with support schedules to the External Auditors, Mazars LLP, **FURTHER** the Council authorised the Clerk to publish the Annual Return on the Parish Council website.
- E. Notice of Appointment of Date for the Exercise of Elector's Rights – Accounts for the Year Ended 31 March 2016: Following consideration **IT WAS RESOLVED** to nominate 19 May 2016 as the Appointed Date and to authorise the Clerk to arrange for the statutory Notice of Appointment of Date for the Exercise of Elector's Rights to be published on the Parish Council website and **FURTHER** to authorise the Clerk to sign and deliver to Mazars LLP the confirmation statement of said notice. It was noted that the exercise period would commence on 6 June 2016 and end on 15 July 2016 both dates inclusive.
- F. Risk Register: Following consideration and discussion **IT WAS RESOLVED** to Minute that the Council had duly considered and reviewed the Risk Register as at 31 March 2016.

11. Finance:-

Payment of the following items was proposed by Cllr Lond-Caulk and seconded by Cllr Porter:-

- A. **Payment to** RGM for grass cutting in April - £192.00 incl VAT. In budget under grass cutting.
- B. **Payment to** the Clerk for wages for April £126.13. In budget under Wages.
- C. **Payment to** the Clerk for all expenses to date C/F from April Agenda £74.04. In budget.

Payment for the following urgent items was proposed by Cllr Farmbrough and seconded by Cllr Lond-Caulk:-

- D. **Payment to** HCI Data for email £130.80. In budget via transparency funding.
- E. **Payment to** Roger Canwell for Internal Audit £60.00. In budget.
- F. **Payment to** D & Y Nurseries for one year's planting and maintenance of planters £450.00. In budget.

12. Matters to Report:-

- A. The Chairman officially announced that tonight is the last night for the Council's Clerk, Alison Skipper, after her resignation. The Chairman and Councillors welcomed Mrs Joanne Blackman to the post. It was noted that Ms Alison Skipper would be remunerated to the end of May to facilitate a handover period of Council equipment and records.
- B. A list of training events for the Councillors and the Clerk has been sent to them to consider. Cllr Lond-Caulk has booked an initial Councillors course for July but the Clerk has yet to be informed of the confirmation of the course availability. **Item for next Agenda.** It was proposed by Cllr Brown and seconded by Cllr Farmbrough that the Clerk Selection and Appointment Panel be and are hereby authorised to discuss and agree with Mrs Blackman what initial training arrangements should be initiated and to commit the necessary expenditure.
- C. The Defibrillator funding grant paperwork needs to be completed by inclusion of a quote for the electrical installation of the item. Previous attempts to get a quote have not materialised. Cllr Lond-Caulk has offered to obtain and send this to the new Clerk. Alison is to send relevant information to him for this. **Item for next Agenda.**
- D. Website funding and to consider the future of website management. This was discussed and it was agreed that there is no point in spending funds when the new Clerk and Cllr Brooker can do this for the PC. Full legal requirements for this are to be investigated – Data Protection and Insurance coverage. The Transparency Code requires regular updates of the website and full awareness of data.
- E. Village play area – Cllr Lond-Caulk reported that there have been several requests from Parishioners for a village play area. He had initially identified two areas – 1. Behind the village hall 2. Next to the BT exchange on Coronation Terrace. The Chairman stated that the car park for the village hall would not be suitable as it is oversubscribed when events are on and could do with being larger. The grass at Coronation Terrace does have some advantages as children have openly played there in the past. The Councillors asked him about the cost and he said that a small play area, similar to one at Great Ellingham, would cost around £25K, but the land would have to be suitable and funding/grants would be needed. Cllr Lond-Caulk was asked to report full information at the next meeting. **Item for next Agenda.**
- F. To consider the need for in-house induction sessions for new councillors and/or the new clerk – this has been moved to the training item at 12 B.
- G. Update on information from last month – Clerk to report. There has been no reply from Breckland Council about a new dog bin near the school. A price of £86 has been taken from Glasdon website for reference. The Clerk is to contact Breckland again. **Item for the next Agenda.**  
The EU Referendum information will be put in the notice boards this week.
- H. Any urgent information for PC to consider. None.

13. Correspondence from:-

Any correspondence and associated information added to the Councillors' Folder for circulation. Public information notices posted to the village notice boards and web sites.

**The PC meeting closed at 9.30 pm**

14. Participation and questions from the public – session 2:-

- The Chairman, the Councillors and public thanked Ms Skipper for her work over the last 8 ½ years as the Parish Clerk and thanked her for the contribution she had made to the village. Cllr Kay Farmbrough presented her with a card, gift and some flowers. Ms Skipper thanked everyone for their patience with her work and said she hoped she had helped in a small way and she wishes the new Clerk all the best in her new job.
- Mrs Jane Horner requested permission from the Parish Council to place three short posts with two attached sign boards on the War Memorial green to display items about the Somme. This would be in place between June and November. A large enough gap would be left to allow the mowing. The PC agreed that this would be no problem.

- A request was made to mow The Green as the crocuses have finished flowering.
  - A Parishioner requested information about the removal of the Barn at the Old Coach Depot, Duker Lane. Cllr Lond-Caulk, the owner, said that this would be removed in October or November this year.
  - A Parishioner requested that more information is added to the website as to matters that the PC working groups discuss and the reports they create, in order to give a better understanding of the subjects and the outcomes.
  - The owner of the Thatched Cottage on the Green pointed out to the PC that any damage to the grass on The Green was not caused by him but by tankers and other HGVs turning or using the small road outside his house.
  - Cllr Porter suggested that the PC conduct an HGV survey/lorry watch to see how many, types and when they are using the village roads. A working group could be put together to look into this and to see how other villages resolve/cope with the problem. ***Item for the next agenda.***
  - Cllr Farmbrough suggested that a Welcome Pack could be created for new residents to the village to help them join in and meet others and know when things were happening and where. John Chapman said she could borrow his old version for reference. ***Item for the next agenda.***
  - It was asked if the Clerk could contact Highways to get the chevron signs reinstated along the side of Flaxmoor House bend as they had been knocked down in the recent accident. This is a sharp bend.
15. Matters for future discussion noted as an ***Item for the next Agenda*** plus – plastic bench and plinth placement. The legalities of databases for PC emails to residents and same information used by the village website.
16. **The next meeting date Monday 6 June 2016.**

CHAIRMAN .....

DATE .....

Joanne Blackman  
Parish Clerk  
25 May 2016